

**All nursing applicants are required to take the
Test of Essential Academic Skills (TEAS) by March 15, 2018.**

Follow the steps below in order to ensure a smooth application process. You may schedule your test date between February 12, 2018 and March 15, 2018. Plan on a maximum of three hours.

Step One

1. Create an account with ATI.
 - a. Visit www.atitesting.com and select create new account.
You will not purchase the test until you are scheduled to take it. The cost of the test is \$55.
Methods of Payments include Credit Card, Debit Card and Pre-Paid Cards.

ATI sells study guides at www.atitesting.com. The college library has 2 copies available for loan. You are not required to purchase a study guide to take the TEAS test.

If you have any *technical difficulties or questions in regards to creating an account with ATI* contact their customer support at 1-800-667-7531.

Step Two

2. Schedule an appointment to take the test. This is a proctored test conducted at Learning Support Services (LSS) on North Central's Petoskey Campus.
 1. On the web, go to [HTTP://LSSATITESTING.SIMPLYBOOK.ME](http://LSSATITESTING.SIMPLYBOOK.ME)
 2. Select *Nursing Program Applicants*; Select *TEAS*
 3. Select a day/time to take the test. Only register for one appointment. Dates available are from February 12th to March 15th. Testing start times begin at 9:00 a.m. with the last start time offered at 1:30 p.m.
 4. Enter your information to make the appointment; Name, E-Mail, Phone Number.
 5. Select *Book Now*
 6. You will receive a confirmation email verifying your appointment. A reminder will be sent three days prior to the test. Keep these emails as they contain a link if you need to cancel your test date.
 7. To change your appointment, cancel the original appointment then book a new appointment.

If you have any technical difficulties with *scheduling or canceling your appointment on simplybook.me* feel free to contact Amber Lewis in LSS at 231-348-6687.

Day of Test

IMPORTANT: Bring picture ID (Student ID, Driver's License, or Passport) and your method of payment (credit/debit card), your ATI log in information and two sharpened No.2 pencils with attached erasers.

1. Check in at Learning Support Services with all the above items.
2. Go to assigned computer & log into your ATI account
3. Click on *MY ATI* and select the *Test Tab*.
4. Click on *+Add Product* & enter the product ID number **12815902** for the TEAS
5. Follow on screen instructions to pay for the test with credit/debit/prepaid card
6. Proctor will guide testers on how to begin the assessment once purchase

TEAS Retake Testing

Each applicant is allowed one retake at the cost of \$55.00. The dates allowed for retakes are restricted to **March 19, 2017 thru March 29, 2017**. Remember you must have taken the TEAS once before you may take your second TEAS test. The highest score will be the used in the ranking process.

Retake Product ID number **12815903**

If you decide to retake the TEAS follow Step 2 and the Day of Test instructions as listed above.

Frequently Asked Questions

Should I retake the TEAS?

It is your decision to retake the test. The Nursing staff or LSS staff cannot make that decision for you. The highest score will be used in the ranking process. Please do not call the office to see how your score compares to the other applicants.

What score can I get on the TEAS and still get in the program?

You should aim for proficiency. Last year, a score of at least 70 was considered proficient.

How is the TEAS factored into the ranking?

As discussed at the Nursing and Allied Health Information sessions, the TEAS composite score is converted to the equivalent of a letter grade. The letter grade is then added to the ranking formula.

Can I take the TEAS outside of the dates listed?

No. All TEAS first time test must be completed by March 15, 2018 and retakes must be taken by the last scheduled time on March 29, 2018. No exceptions. Do not wait until the last minute.

Can I pay cash for the TEAS?

No. You must pay using credit card, debit card or prepaid credit card.

Can I take the TEAS at another location?

Yes. ATI has a third party vendor they have contracted with that offer testing sites in every state. Contact the office with your request. 231.348.6696 Nursing Office

Can I use my TEAS scores from another year?

Yes. You may request to have ATI send your official scores to our office or indicate which year you want to use of the scores we have received.

Can I take the TEAS this year even if I took it last year?

Yes. You can take the TEAS two times per application cycle.

Is Learning Support Services open during North Central's spring break?

Yes. There are times available to test over spring break.

Can I take a break during the testing?

There is a scheduled break that is offered after the math portion of the TEAS.

Special needs assistance is available to any North Central student with a documented disability through Learning Support Services. Contact the office at 231.348.6687 All accommodation requests must at least 72 hours in advance.